



INTERNAL ONLY POSITION ANNOUNCEMENT – PLEASE POST

POSITION TITLE:	Back-Up Relief Coordinator
PROGRAM:	Bridge House (Internal Only)
OPENING DATE:	November 13, 2017
CLOSING DATE:	Open Until Filled
HOURS/WEEK:	TBD

SCHEDULE: Back-Up Relief Coordinators work on an as-needed, sporadic basis to fill in for regular staff who are unable to work due to illnesses, short-term vacancies, and any other late notice leave of absence.

WAGE/BENEFITS: \$150 supplemental compensation on the week of assigned Back-Up Relief Coordinator duties whether this position works any hours of relief coverage or not. All hours worked for relief coverage will be paid at the employee's regular hourly rate (plus any overtime should the employee work more than 40 hours in the work week). Ineligible for benefits except as required by law.

TO APPLY: The Back-up Relief Coordinator is an additional position open to current employees of Bridge House at Janus. Submit a letter of interest to Pete Lewis, by e-mail to plewis@janusyouth.org.

Due to the volume of applications received, we regret that we can contact only those applicants who are invited to interview. If it happens that you are not contacted to arrange an interview, please know that we are grateful for your interest in employment opportunities at Janus Youth Programs.

Janus Youth Programs, Inc. is an Equal Opportunity Employer. Find out more about Janus at our website, www.janusyouth.org!

SUMMARY:

The Back-Up Relief Coordinator provides on-call relief coordination and coverage for the Bridge House Transitional Living Program in Portland, Oregon. The position is part of a pool of Rotating Relief Coordinators and will work closely with the Bridge House staff and relief staff to provide 24 hour coverage coordination services during planned and unplanned absences. During the arranged weekly rotation, this position will be responsible for covering shifts or coordinating coverage with relief staff for vacant shifts at Bridge House. The position provides a range of crisis intervention and residential services to transition age homeless youth. The position participates in team decisions regarding case-planning of residents and issues related to facility and program operations.

QUALIFICATIONS: Any combination of education, experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Current staff member of Homeless Youth Services in good standing.
- Ability to work effectively in the following areas: Cultural diversity, team-dependent models, Crisis management, systematic theory, strength based theoretical orientation, adolescent development and family reunification.

REQUIRED ABILITIES:

- Values working in a multicultural/diverse work environment.

- High degree of independent and team coordinated discretion and judgment.
- Ability to communicate effectively verbally (both orally and in writing) with a broad variety of people, including staff, supervisors and management.
- Ability to work effectively as a team member.
- Ability to maintain appropriate professional boundaries
- Ability to maintain confidentiality
- Ability to work effectively with diverse cultures.
- Openness to feedback and supervision.
- Ability to regularly attend scheduled shifts, be punctual for scheduled shifts and meetings, and be in a condition suitable for assuming responsibilities of position.
- Able to stay calm and emotionally available in an environment serving severely disturbed adolescents.
- Able to exercise tact, discretion, and judgment in working with a variety of people
- Able to accurately read, write, record and interpret information.
- Able to provide visual and auditory supervision of clients.
- Able to climb at least two flights of stairs.
- Able to stay awake and alert throughout assigned shift.

OTHER REQUIREMENTS:

- Driving is required; a personal vehicle for travel required. All employees who drive for work purposes must have and maintain a valid driver's license for state of residency, have a driving record that permits coverage under the corporate auto liability policy, and complete the agency's driving approval process before driving for work. If driving a personal vehicle for work purposes drivers must also have personal auto liability coverage (\$100,000/\$300,000 levels strongly recommended). Employees are not to drive for work purposes until they have received written authorization to do so.
- Bloodborne Pathogens training is required on first day of employment and annually thereafter.
- Must complete Mandatory Abuse Training within the first 30 days of employment and annually thereafter.
- Provides emergency first-aid, as needed, and must have and maintain standard first-aid/CPR certification.
- Must pass criminal history background check.
- TB test within 30 days of employment.
- Must be able to work overnight, weekend, and holiday hours.

WORKING CONDITIONS:

- May involve exposure to communicable diseases, including a variety of illnesses and infections such as the common cold, TB, Hepatitis, flu, meningitis, and HIV.
- May involve exposure to upset, angry, severely traumatized or emotionally disturbed children, adolescents and families.
- May involve time in excess of routine schedule and/or overtime, including evening/overnight, weekend hours, and/or holidays.
- May require working and providing services at locations other than program site (i.e., restaurant, café, clients' apartments, etc.) and may, therefore, be exposed to environments not under agency control (i.e., second-hand smoke, varying hygiene practices, etc.).

This position description is intended to give the reader a general idea of the overall purpose and the main activities and responsibilities that are intrinsic to this position. While this description is intended to be representative, it is not intended to be limiting.

DIVERSITY SPOKEN HERE - JANUS IS AN EQUAL OPPORTUNITY EMPLOYER

www.janusyouth.org